



UNITED STATES MARINE CORPS
EDUCATION COMMAND
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

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MARINE CORPS UNIVERSITY/EDUCATION COMMAND ORDER 1000.1A

From: President, Marine Corps University/Commanding General
To: Distribution List

Subj: MARINE CORPS UNIVERSITY/EDUCATION COMMAND STAFF
REGULATIONS (MCU EDCOM STAFF REGS)

Ref: (a) Title 17, United States Code, Copyright Act of
1976/1978
(b) SECNAVINST 5870.6, Copyright in Works of Authorship
Prepared by Department of the Navy Personnel, 8
September 1988
(c) Standards of Ethical Conduct for Employees of the
Executive Branch, 5 C.F.R., Section 2635
(d) Title 10, United States Code
(e) Title 5, United States Code
(f) MCO 12713.6, Equal Employment Opportunity
Program
(g) Marine Corps Equal Opportunity Manual
(h) DoD Directive 5230 (Clearance of DoD Information
for Public Release)
(i) DoD Directive 5500.7 (Standards of Conduct)

Encl: (1) LOCATOR SHEET

1. Situation. This document contains the organizational procedures and administrative guidance for the general and special staffs (military and civilian) of Marine Corps University. The terms Marine Corps University (MCU) and Education Command (EDCOM) are used interchangeably in this directive.

2. Mission. Continually review this directive in order to develop, deliver, and evaluate internal processes that will aid in meeting the University's Strategic Plan.

3. Cancellation. MCUEDCOMO 1001.1.

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4. Execution. All MCU personnel shall familiarize themselves with the references and this Manual. The policies and procedures outlined in this directive are applicable to all students and staff assigned to Marine Corps University.

5. Administration and Logistics


a. Administration. Recommendations for changes to this Manual are invited and should be provided, via the appropriate chain of command, to the Vice President, Student Affairs and Business Operations (VPSABO) for consideration. For the purposes of this Order, no differentiation is made concerning command authority and staff responsibility.

b. Logistics. Distribution will be made available electronically at <http://www.mcu.usmc.mil/default.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all service members (active and reserve), civilian personnel and students assigned or attached to Marine Corps University.

b. Signal. This Order is effective the date signed.


PAUL J. O'LEARY JR.
Colonel
President
Marine Corps University
Acting

MCUEDCOMO 1000.1A
SEP 01 2008

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Location:

(Indicate the location(s) of the copy(ies) of this Manual.)

Enclosure (1)

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CHAPTER 1

MARINE CORPS UNIVERSITY ORGANIZATION

SECTION 1: MARINE CORPS UNIVERSITY ORGANIZATION

1101. SCOPE. The chart contained in the Figure 1-1 defines the MCU organizational structure. The major functions of the offices are indicated below.

1102. PRESIDENT, MARINE CORPS UNIVERSITY AND COMMANDING GENERAL, EDUCATION COMMAND. The President, MCU is the chief executive officer of the University. The President exercises oversight of all operations and is responsible to the Commandant of the Marine Corps (CMC) for the development and implementation of Professional Military Education (PME) policy and programs for the Marine Corps. In addition, the President is responsible to the CMC for the National Museum of the Marine Corps and the Marine Corps Historical Program. The President coordinates Joint Professional Military Education (JPME) requirements with the Joint Staff and other services. When the President is an active duty general officer, the President is designated as the Commanding General (CG), EDCOM and exercises full command authority. The President also serves as an ex-officio member of the MCU Board of Visitors.

1103. CHIEF OF STAFF (COS)/COMMANDER, EDUCATION COMMAND. The COS is responsible for coordinating and supervising the MCU headquarters staff. When the President is not an active duty general officer, the COS serves as the Commander, EDCOM and exercises full command authority. The COS assumes the duties of the President during the President's absence.

1. Reporting to the COS. The following MCU staff and Senior Service Representatives (SSR) report to the COS.

a. Staff Secretary. The Staff Secretary oversees and manages the administrative support for the office of the President and Chief of Staff; receives, disseminates, tracks, and coordinates final responses for tasks assigned to MCU from higher headquarters; directs and supervises the operation of the President's driver and administrative personnel.

b. Protocol Officer. The Protocol Officer performs duties as assigned by the President, MCU and Chief of Staff, MCU. Protocol officer responsibilities include: Advising the President, Chief of Staff and Executive Steering Committee members on all aspects of protocol. Plans, coordinates and

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executes all USMC protocol special events and visits to MCU. Meets and hosts the General Officer visitors at the headquarters or the General Officer's quarters. Escorts visitors as required and performs varied duties according to the General Officer's desires.

c. Senior Service Representatives. The SSRs assigned to sister service and JPME schools are designated as representatives of the CMC to a particular school or institution to ensure matters pertaining to the Marine Corps and its personnel are effectively and properly integrated at other service schools. The President or Commander, EDCOM is the SSRs conduit to the CMC concerning all matters related to PME policy and certain administrative matters. Chapter 1, Section 2 further defines the relationship and responsibilities of the SSRs to MCU.

d. Director of Information and Education Technology (IET). The director of IET is responsible for the planning, policy, and execution of all IET programs within the University. He/she also responsible for implementation of the IET master plan.

2. Reporting to the President MCU/Commanding General EDCOM. The following MCU staff report to the President, MCU.

a. Executive Assistant/Aide-De-Camp. The appropriate title is based on whether or not the President MCU is an active duty general or not. The executive assistant performs duties as assigned by the President, MCU. The aide-de-camp serves as a personal assistant to a general and travels with the general as required. Aide-de-camp responsibilities include: providing for the general officer's personal well-being and security, and relieving the general officer of routine and time-consuming duties; preparing and organizing schedules, activities, and calendars; preparing and executing trip itineraries; coordinating protocol activities; acting as an executive assistant; meeting and hosting the general officer's visitors at the headquarters or the general officer's quarters; supervising other personal staff members (secretary, administrative support staff, and drivers); performing varied duties, according to the general officer's desires.

b. Secretary. Provides administrative and secretarial support to the President, MCU, and headquarters staff, including special projects, office work flow, appointments, correspondence, records control, contact information, and

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conference room management. The secretary may perform duties of a sensitive and confidential nature.

1104. SERGEANT MAJOR. The Sergeant Major is the senior enlisted advisor to the Commanding General, EDCOM and/or the Commander, EDCOM on all enlisted matters pertaining to the University. The Sergeant Major serves as the senior enlisted PME advisor to the President, MCU.

1105. VICE PRESIDENT FOR ACADEMIC AFFAIRS (VPAA). The VPAA is the chief academic officer of the University and reports directly to the President of MCU. As the principal advisor to the President on academic policy, the VPAA develops policies and procedures for integrating learning throughout the officer and enlisted professional military education continuum. The VPAA evaluates educational program effectiveness throughout the University; facilitates course content review processes within the University; oversees the development of school faculty development plans and programs; and in conjunction with School Directors, Commanding Officers and the MCU Fiscal Officer, oversees the development of a systematic approach to resource identification and acquisition in support of educational programs. The VPAA acts as a spokesperson for the University and oversees relationships with accrediting bodies (military and civilian). VPAA serves as the principal MCU representative to the Military Education Coordination Committee (MECC) Working Group, and in the absence of the President, to the MECC.

1. Reporting to the VPAA. The following MCU staff offices provide expertise and support in the functional areas indicated and report to the VPAA.

a. Director, Institutional Research, Assessment, and Planning. Responsible for providing technical advice and procedural guidance for the development, assessment and administrative management of the University-level (headquarters) institutional effectiveness program; advises the President and the President's Planning Council on institutional effectiveness issues; conducts annual MCU surveys of students, faculty, and staff; prepares MCU Institutional Effectiveness Assessments; responsible for development of the University's Strategic Plan.

(1) Institutional Effectiveness Specialist. Posts web-based surveys on the Internet; maintains MCU surveys on web; monitors and reports number of respondents, and collects and provides summary analysis of survey data using statistical

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software to support education policy and procedures for the Marine Corps; writes and publishes the MCU Fact Book on an annual basis.

b. Director, Academic Support Division. Responsible for accreditation issues related to the Commission on Colleges, Southern Association of Colleges and Schools; University-level faculty development; contracting officer representative for University-level contracts; overall curricula oversight; and management of academic policies at MCU; manages all MCU memoranda of understanding with outside agencies.

(1) Faculty Development Coordinator. Responsible for implementation of a comprehensive University-level faculty professional development program; research and publicize faculty opportunities for professional growth in specific academic/curricular fields; assist faculty members in organizing MCU-sponsored educational forums and colloquiums; manage the MCU Academic Chair program.

(2) Academic Curriculum Advisor. Responsible for coordination of the University's Curriculum Review Board process; provides guidance on academic programs of instruction and development of course cards for MCU schoolhouses and programs; provides technical advice and support for PAJE accreditation issues; maintains PME Continuum; coordinates issues related to the Faculty Council and University Rose Award; serves as the American Council on Education (ACE) coordinator at MCU.

(3) Academic Accreditation and Educational Technology Liaison. Responsible for the collection and coordination data in support of the accreditation by the Southern Association of Colleges and Schools; ensures emerging technology is considered as part of the MCU delivery methodology; coordinates the activities of the MCU Board of Visitors, including entries in the Federal Register and the conduct of semi-annual meetings.

(4) Director, Leadership Communication Skills Center. Provides direct support to MCU students, faculty, and staff in the process and assessment of effective written and verbal communications; prepares and delivers instruction related to communications to all levels of PME across the educational continuum; assists in facilitating a graduate-level thesis program that includes a research plan, written essay, and oral defense.

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(a) Instructor, Leadership Communication Skills Center. Assists the Director in the execution of the mission of the Leadership Communication Skills Center; specific duties similar to those of the Director.

c. Director for Fellowships, Scholarships, and FPME. Responsible for program oversight and management of the CMC Fellowship/Olmsted Scholar/Foreign PME programs managed by TECOM; responsible for management of program budget; and writing and updating of the Marine Corps Order (MCO 1520.28) governing the programs.

(1) PME Program Assistant. Provides administrative and budgeting support of the Fellowship/Scholarship/Foreign PME students managed by Marine Corps University; produces travel orders and assists the Program Manager in the tracking and submission of fitness reports and all correspondence related to fellowship, scholarships, and FPME.

d. Director, PME Policy & Operations Division. Responsible for PME orders and policy to include the management and integration of Joint PME; serve as the PME rank advocate for Chief Warrant Officers; maintain and promulgate individual education standards (baseline per PME level); maintain liaison with TECOM G-3 to facilitate completion of tasks assigned to MCU; provide oversight of the coordination of special events; coordinate the actions of the PME Continuum Working Group.

(1) Joint Education and Operations. Responsible for all issues dealing with Joint PME; represent the PME Policy & Operations Division at Military Education Coordination Council (MECC) meetings; ensure integration of Joint PME into the USMC PME Continuum; coordinates USMC inputs & attendance at the Military Education coordination Council (MECC), Enlisted Military Education Review Council (EMERC), Joint Faculty Education Conference (JFEC), and other JPME meetings, Working Groups, and Conferences.

(2) Enlisted Education and Operations. Responsible for the coordination of issues dealing with enlisted education policy; coordinates appropriate inclusion of emerging issues into enlisted PME; serves as the University Operations Officer.

e. Director, Middle East Studies. Responsible for conducting research on the Middle East with emphasis on the implications for DoD and the Marine Corps; publish journal

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articles, monographs, and occasional papers; conducts lectures, seminars, and briefings on the Middle East and its foreign policy in terms of the implications for DoD and the Marine Corps; host conferences or colloquia on the Middle East.

f. Professor of Operational Culture. Responsible for the preparation and delivery of instruction on a wide variety of topics related to cultural anthropology and operational culture; assists in facilitating a graduate-level thesis program that includes a research plan, written essay, and oral defense; participates in curriculum development throughout MCU; maintains close collaboration with the Center for Advanced Operational Culture Learning serving as adviser and consultant to CAOCL staff on curricular development for pre-deployment and schools instruction, as well as in general staff development.

1106. VICE PRESIDENT, STUDENT AFFAIRS AND BUSINESS OPERATIONS. Responsible for executive oversight, policy implementation, management, planning and evaluating all University administrative processes, military and civilian personnel actions, student services, logistical support, facilities management and financial management. VPSABO reports directly to the President MCU.

1. Reporting to the VPSABO. The Director of Student Services, Director of Administrative Services, Director of Facilities and Logistical Support and Director of Financial Management provide expertise and support in the functional areas indicated.

a. Director of Student Services. The Director of Student Services is responsible for University-wide student services to include Registrar functions, Joint and Combined Student Services and International Military Student Office support.

b. Director of Administrative Services. Coordinates all administrative functions, to include review of all incoming correspondence, awards and message releases; monitors and assigns all military personnel within the University and its schools; coordinates all manpower structure changes and requirements; manages the University's publications list and directives; and serves as the MCU Personnel Security Manager. In addition, the Director supervises the University civilian personnel administrative processes.

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c. Director of Facilities and Logistics Support. The Director of Facilities and Logistics Support develops logistics and facilities, in support of the MCU strategic plan. Responsible for facilities management to include grounds maintenance, facilities preventive and corrective maintenance, and equipment procurement. Coordinates transportation support for internal University requirements. Coordinates MCU input to the Base Facilities Master Plan and tracking of military construction projects.

d. Director of Financial Management. The Director of Financial Management is responsible for budget formulation, Program Objective Memorandum (POM) Planning, and budget execution. He oversees and administers all aspects of the University's financial plan.

1107. VICE PRESIDENT, INSTRUCTIONAL AND RESEARCH SUPPORT. The VPIRS is designated as the Director of the Gray Research Center and, as such, provides oversight of the Library of the Marine Corps and the Conference Center. Responsible to the President, MCU for the fiscal management and administrative functioning for the research center, as well as the provision of learning resources in support of Marine Corps PME and life-long learning programs.

1108. SCHOOLS, COLLEGES AND DIRECTORATES REPORTING TO THE PRESIDENT, MCU. The Directors of schools and colleges, the Director of Lejeune Leadership Institute (LLI), the Director EPME, the Director GRC, the Director Historical Division and the Director of the National Museum of the Marine Corps report directly to the President, MCU. When the President, MCU is not an active duty general officer, Directors will coordinate with the Commander, EDCOM for all command related responsibilities and requirements.

1. Directors of Schools and Colleges. Directors are responsible to the President, MCU for the academic, fiscal, and administrative direction of their college, school, or academy. All are directly responsible for the supervision of faculty and staff (both civilian and military) and students. Furthermore, the Directors are responsible for the quality of life, training, discipline, and PME for personnel of all grades assigned to their schools. In addition, they will coordinate with fellow Directors and MCU Vice Presidents, as well as other agencies aboard the base on matters relating to their organizations.

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2. Director of Enlisted Professional Military Education. Serves as the director and primary advisor on EPME; oversees the development of curricula for EPME resident courses; and collaborates with the Marine Corps Institute and college of continuing education on the development of non-resident PME courses. The Director exercises executive level oversight and management of all Staff Noncommissioned Officer Academies. In addition, the Director coordinates with fellow Directors and MCU Vice Presidents, as well as other agencies and commands on matters related to the operation of the EPME program.

3. Director Lejuene Leadership Institute. The director is responsible for the development and promulgation of doctrine, concepts and policies pertaining to leadership, ethics, and Law of War. Within the Institute, the Director is responsible for Professional programs which include, the Commander's Course/Spouses Workshop, Commandant's Professional Reading Program, and the Russell Leadership Conference. The Director is also responsible to the President of Marine Corps University for the management of the Senior Leadership Development Program (SLDP) which includes recommendations in professional academics and course material, and General officer and Senior Executive Service personnel participation in approved courses. In addition, the Director coordinates with MCU Vice Presidents, other MCU directors, including professional schools and agencies in the furtherance of the objectives of professional leadership development.

4. Director, History Division. The Director is responsible for the operation of the History Division in the execution of the Marine Corps' historical program; supervises the operations of assigned field historical activities; and provides cognizance over the general execution of the historical program throughout the Marine Corps. The Director is responsible to the President, MCU for planning and fiscal administrative supervision of the Marine Corps' historical program. In addition, the Director coordinates with MCU Vice Presidents, school directors, and other agencies in the furtherance of the objectives of the Marine Corps' historical program.

5. Director, National Museum of the Marine Corps (NMMC). The Director is responsible for the operation of the NMMC and maintains executive oversight of the Marine Corps' Field Museum Programs. The Director is responsible to the President, MCU, for the planning, execution and day-to-day operations of the NMMC. In addition, the Director coordinates with MCU Vice Presidents, school Directors, Director of

History Division, and other agencies in the furtherance of the objectives of the NMMC and the Field Museum Program.

Marine Corps University Organization Chart

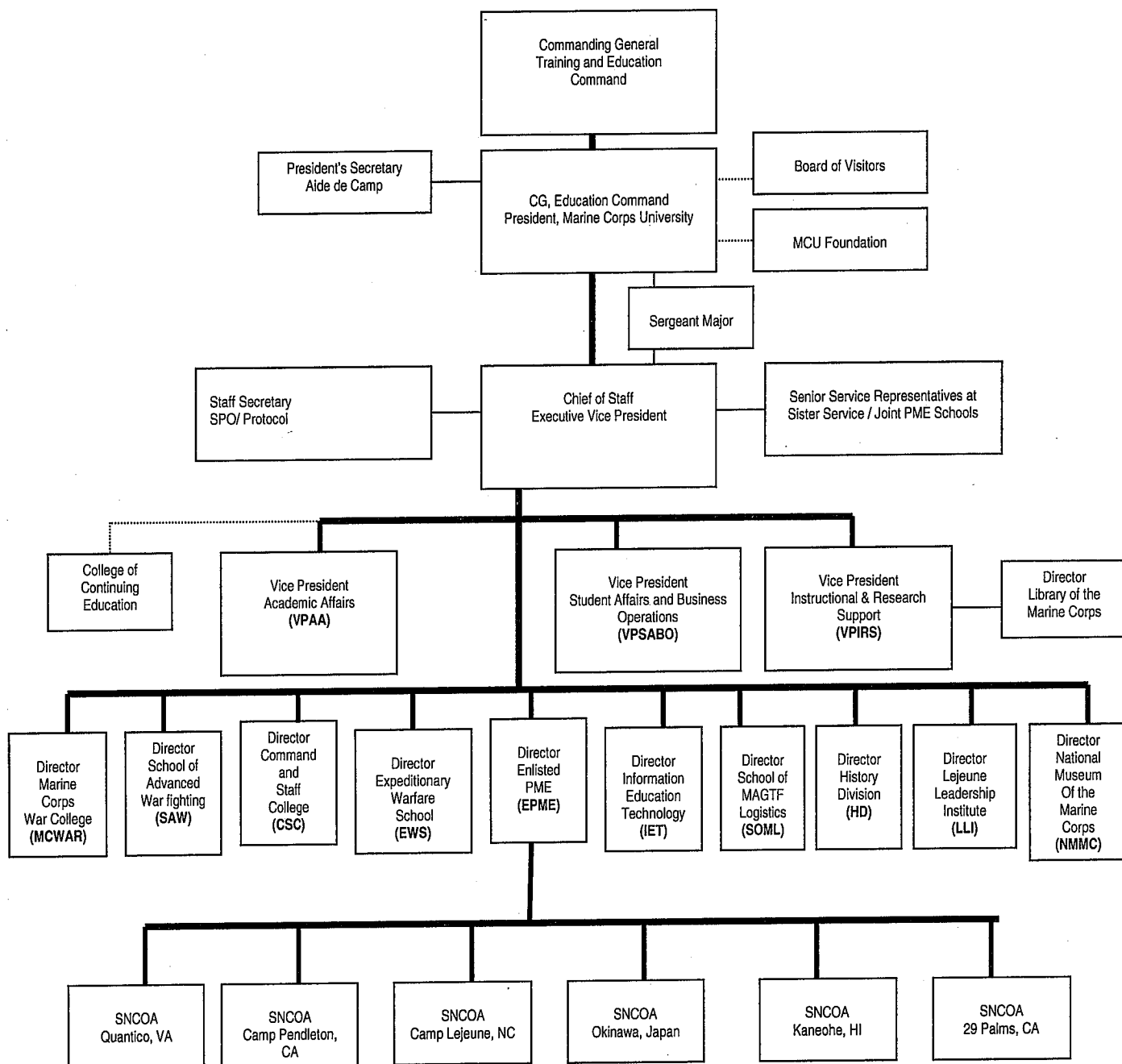


Figure 1-1
MARINE CORPS UNIVERSITY ORGANIZATIONAL CHART

CHAPTER 1

MARINE CORPS UNIVERSITY ORGANIZATION

SECTION 2: RESPONSIBILITIES OF SENIOR SERVICE REPRESENTATIVE
TO SISTER SERVICE AND JOINT PROFESSIONAL MILITARY EDUCATION
SCHOOLS

1201. PURPOSE. To provide information and guidance relating to the duties of the SSR to sister service and joint PME schools. Although not intended to be inclusive of every possible situation that may be encountered, this policy is to serve as a basis for authority, as a source of information and to furnish general guidance.

1202. BACKGROUND

1. Resident intermediate-level and senior-level colleges are an integral component of the Marine Corps' Officer PME Program. Annually, approximately 172 Majors and 96 Colonels and Lieutenant Colonels are selected to attend resident professional military education courses at either a Marine Corps, Navy, Army, Air Force, or other JPME schools. In order to support those institutions, and the Marine Corps officers who are selected to attend them, the Marine Corps has developed Tables of Organization (T/O) that establish an SSR and instructor staff at each school. These T/O's are not designated as detachments with the exception of the Marine Corps Detachment to the United States Army's Combined Arms Command at Fort Leavenworth, Kansas. This directive applies only to the SSR responsibilities and not commanding officer responsibilities associated with detachment command. Commanding Officers continue to retain all authority inherent to command.

2. The CMC directed the establishment of TECOM. EDCOM was established as a subordinate command of TECOM and assumed responsibility for the SSRs and instructor staff at sister service and JPME schools.

3. The SSR is the designated representative of the CMC to a particular school or institution to ensure matters pertaining to the Marine Corps and its personnel are effectively and properly integrated at other service schools. The President, MCU is the SSRs conduit to CMC concerning all matters related to PME policy and certain administrative matters that are further defined in this directive.

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4. The staff functions supporting the President MCU are under the direction of four Vice Presidents; the COS/Executive Vice President, VPAA, VPSABO, and VPIRS. SSRs are authorized and encouraged to conduct direct liaison with these Vice Presidents in the performance of their duties. All of the duties and responsibilities outlined in this directive are under the purview of either the COS, VPAA, or VPSABO.

1203. TABLE OF ORGANIZATION SPONSORSHIP

1. As the advocate for Marine Corps PME, the President, MCU is designated the T/O sponsor and should be informed of any significant issues, especially those that might have an impact on PME policy or personnel assignments. Additionally, the President will play a role in the assignment and relief of Marine Corps personnel assigned as instructors to sister service and JPME schools. Before any personnel assignment actions are codified, it must first be vetted via the President for concurrence and input. Further, the President will coordinate and make recommendations to Headquarters Marine Corps' Officer Assignments Branch and the CMC, as required, to place the right Marines at sister service and JPME schools.

2. The SSR will ensure that the Joint Requisition for Marine Officers is forwarded to the President, MCU, (Attn: VPSABO), prior to submission to Headquarters, United States Marine Corps. SSRs will conduct direct liaison with MCU to identify and recommend desirable competencies, attributes, and qualifications for personnel assigned to fill these billets.

1204. COMMAND RELATIONSHIPS

1. Operational Control. Operational control and routine day-to-day duties are at the discretion of the SSR's immediate reporting senior as defined by local school policies and directives.

2. Administrative Control

a. Routine Matters. Instructors and students are administratively assigned to local commands for routine administrative support such as records book management, routine correspondence, and training requirements. The SSR will be guided in all routine matters by existing Marine Corps regulations, policies, and written agreements with the school and supporting administrative unit.

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b. Leave Request. SSRs are authorized to grant leave for Marines assigned as students or staff. Leave requests will be processed in accordance with local administrative procedures, but in compliance with the Marine Corps Leave and Liberty Regulations.

c. Non-routine Matters. Those items/situations that are beyond the normal occurrences not covered by, or conflicting with, an existing regulation, policy, or agreement and directly affecting a Marine student or a member of the instructor staff at a PME institution must be coordinated with EDCOM. Listed below are instances of non-routine matters that require EDCOM notification or action:

(1) Casualty Reporting. When a reportable Marine casualty occurs at a PME institution, it is the responsibility of the casualty's administrative support staff to appropriately notify those involved in the notification and assistance process. Reportable casualty incidents should be reported as soon as possible, but no later than one hour after learning of the incident. This must be completed first via voice report to Marine Corps Operations Center, then via Personnel Casualty Report (PCR) immediately upon learning and verification of reportable incident. In all cases, EDCOM must be an info addressee on all PCRs. SSRs will notify COS, EDCOM telephonically at the first opportunity.

(2) Death or Serious Injury of an Immediate Family Member. Death or serious injury of an immediate family member of a Marine student, instructor or staff will be telephonically transmitted to the COS, EDCOM at first opportunity.

(3) Serious Incident Reports. All procedures and decision flowcharts must be closely adhered to when making a determination to release a Serious Incident Report (SIR). However, if a reportable event occurs and it becomes necessary to release a SIR, include EDCOM as an addressee using the following PLAD: CG EDCOM PRES MCU QUANTICO VA (UC). The SSR will notify COS, EDCOM telephonically at first opportunity.

(4) Legal. Legal matters pertaining to a Marine student or instructor that may have the potential for criminal prosecution or Non-Judicial Punishment will be referred to COS, EDCOM prior to appropriate disciplinary action. EDCOM retains the authority to take appropriate action on all legal matters pertaining to Marine Corps personnel assigned as instructors or students.

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(5) Request Mast. In the event of Request Mast submissions by Marine students or instructors, the SSR will notify the COS, EDCOM telephonically at first opportunity. Adherence to proper chain of command and timelines is critical, within geographic constraints. Do not delay Request Mast processing if contact with EDCOM is delayed.

(6) Promotion Notifications. EDCOM will notify the SSR when the advanced notification is released by CMC. It is the responsibility of the SSR at each school to personally notify the instructors or students of their promotion results. Adherence to timeliness of notification and confirmation of notification back to EDCOM is essential.

(7) Performance Evaluation. All fitness reports will be completed in accordance with the Performance Evaluation System (PES) (MCO P1610.7). In most cases, the direct supervisor of the students is the Reporting Senior for their academic reports. The SSR will conduct an administrative review of student academic reports and ensure they are forwarded to Headquarters Marine Corps (MMSR-20) for inclusion into official military personnel files. The Commandant or Commander of the school or institution shall determine the Reporting Senior for the SSR and other Marine Colonels assigned. In accordance with paragraph 6008.13b(5) of MCO P1610.7, the SSR will ensure each Colonel report is forwarded to the President, MCU for administrative review. Completed and reviewed fitness reports will be forwarded to HQMC (MMSB-32) for inclusion in the officers' official records. The Automated Performance Evaluation System (APES) accessed via Marine Online, is available for utilization and should be used when practical to process all Fitness Reports.

1205. COLLATERAL DUTIES/SERVICES. Although the SSR billet is directly related to Marine Corps matters, SSRs should attempt to satisfy all valid requests for assistance and advice tendered by other organizations located aboard your installation and by any other service agencies located in the immediate area.

1. SSRs will provide direct liaison between the schools and the activities and personnel of the Marine Corps. Such liaison should include the acquisition and exchange of pertinent information, coordination of visits, and advice and assistance concerning Marine Corps students and permanent personnel.

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2. SSRs are charged with the responsibility of ensuring professional and exemplary standards of performance, personal appearance, and physical fitness are met by all assigned Marine staff and students.

3. SSRs are responsible for coordinating with Marine Corps Commands to gather accurate information on the latest Marine Corps policy, doctrine, and developments. Direct liaison is authorized and encouraged with Marine Corps Combat Development Command (MCCDC), TECOM, MCU, Marine Air Ground Task Force Staff Training Program and the Landing Force Training Commands.

4. SSRs are authorized and encouraged to deal directly with the various divisions and departments of HQMC in carrying out their duties, including personal liaison visits as necessary. Matters affecting the scope of senior Marine representative's responsibilities and status, however, as discussed herein, shall be coordinated with EDCOM.

1206. INSTRUCTOR DUTIES. The SSR may undertake other activities, to include instructor duties, if they do not conflict with the full and efficient accomplishment of their primary mission.

1. Instructor duties will normally be in support of one of the academic departments as mutually agreed upon based on the SSRs personal qualifications and expertise.

2. SSRs will serve as a member of the Academic Review Board, or other such bodies as required by the Commandant of their respective school, to provide joint representation and to ensure curricular and instructional material reflect the integration of approved Marine Corps concepts, doctrine, and policies. Significant changes to the curriculum shall be reported to EDCOM (Attn: VPAA).

3. The SSR will serve as the principle point of contact to the faculty and student body on matters pertaining to the Marine Corps.

1207. MARINE CORPS PERSONNEL

1. Students. The SSR will furnish guidance on Marine Corps policy and provide assistance to Marine Corps personnel and students assigned, to include such items as uniforms, conduct, leave and liberty.

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a. Orientation Briefing. The SSR or designated representative will brief incoming Marine students. A current outline for this briefing will be maintained as part of the turnover files. Request a copy be forwarded to this command (Attn: VPAA).

b. Information. As the Marine Corps' Representative, the SSR will be regularly informed of Marine Corps policies, programs, and matters of interest. It is essential that this information reaches every Marine under the SSRs cognizance to ensure that the needs of each Marine are being met, and that each Marine understands what their individual and collective responsibilities are as a Marine and as a student. A close and continuing professional relationship between the SSR and the co-assigned Marines must be established and maintained.

c. School Quotas. Quotas for Marine students to attend formal school courses are established annually on an academic year basis between Officer Assignments Branch (MMOA-3) HQMC, EDCOM and the service school concerned. SSRs are not authorized to allocate quotas or waive prerequisites to any course of instruction.

2. At a minimum, the VPAA shall be notified of significant changes to the student requirements at all other service schools/institutions. The final decision to fulfill these requirements will be coordinated between HQMC, EDCOM, and the appropriate manpower branches.

a. Request for quotas, for waiver of prerequisites, or any related inquiries will be coordinated through this command.

b. Direct telephonic liaison with MMOA-3 is encouraged when questions concerning shortfalls or overages of incoming students occur, or when it is obvious that a student will not complete a course to which assigned for academic or other reasons. President, MCU, (Attn: VPSABO), shall be notified of all direct correspondence.

1208. POLICY AND DOCTRINAL GUIDANCE. The SSR will review and evaluate pertinent course and instructional materials relating to the Marine Corps doctrine and policy.

1. Maintain correct editions of Marine Corps doctrinal manuals and publications for use by Marine Corps students.

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2. Advise this command via VPAA of changes in training programs and policies affecting Marine Corps personnel in your charge.

3. Make recommendations to this command on any aspect of the local education and training programs, which could be pertinent to Marine Corps requirements.

4. Notify this command of any anticipated or proposed changes to the course curriculum that may impact the education objectives that Marine Corps students fulfill.

5. Effect direct liaison with the MCU staff for assistance to remedy problem areas regarding the design, development, implementation, and evaluation of courses of instruction.

1209. FISCAL SUPPORT. Request for fiscal support for Marine Corps specific initiatives should be addressed to the COS, EDCOM.

SSRs will be notified of budget submission guidance for inclusion into the command's overall budget submission.

1210. ANNUAL SSR CONFERENCE. Each year EDCOM will host an SSR conference to review PME issues and concerns that effect the administration of your duties. Travel and per diem costs associated with this conference will be part of the SSRs annual budget submission.